

UAE TOURIST VISA (Single Entry 30 day stay)

- ❖ Valid Passport must be issued within the last 10 years and minimum 6 months validity required from the date of departure to India and contain at least two empty pages.(Soft copy of Bio & Address page in JPG format)
- ❖ 01 Photograph with white background (35 mm x 45 mm) 70 % face coverage in soft copy (Pls mention name on the attachment)
- ❖ Ticket required for OK to Board updating in soft copy.
- ❖ Pan Card copy in JPG format (Optional)
- ❖ Applicant under 18 years, applying for Visa of old - Passport copy (Bio + Address) of Parents required
- ❖ Mail Declaration from Travel Agency as per below.

DECLARATION - (Your Company) takes the full responsibility of {Passenger(s) Name}, and ensure that the passenger(s) depart from UAE within the validity of the visa period, and if the applicant does not return from UAE within 29 day of stay, we shall be fined by the UAE Immigration of 6000 AED equivalent to India Rupee per applicant of which the same may be debited by Riya Travels & Tours India Private Ltd. from my company.

Note: All the documents should be sent in JPG format.

Processing Time: 3-4 working days after filing online application

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- ❖ Mail Declaration from Travel Agency as per below.

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Note: All the documents should be sent in JPG format.

Processing Time: 3-4 working days after filing online application

Malaysia Tourist e-Visa 15 days (Single entry)

- ❖ **Passport:** Soft copy of Passport copy(Bio & Address page) in Jpeg format.
- ❖ **Photograph:** Soft copy color photograph (3.5 x 5 cm with 70% face coverage) with white background in Jpeg format.
- ❖ Hotel Name and address
- ❖ Soft copy of Air ticket

Processing time: 2 working days after online processing

Malaysia Tourist e-Visa 15 days (Single entry)

- ❖ **Passport:** Soft copy of Passport copy(Bio & Address page) in Jpeg format.
- ❖ **Photograph:** Soft copy color photograph (3.5 x 5 cm with 70% face coverage) with white background in Jpeg format.
- ❖ Hotel Name and address
- ❖ Soft copy of Air ticket

Processing time: 2 working days after online processing

Germany Visit-Visa

- ❖ **Valid passport:**(issued within the last 10 years and with at least 3 months validity after the scheduled return passports with observations regarding the front data page cannot be accepted) with at least two empty pages.
- ❖ **Application form:** be duly filled online from link <https://videx.diplo.de/videx/desktop/index.html#start>
- ❖ **2 Photographs.** Specifications, size 35 x 45 mm ,with a white back ground with 70-80% not older than 6 months,
- ❖ **Personal covering letter from applicant addresses to the Visa office German Consulate mentioning** with Entire travel plan. (itinerary)
- ❖ **Ticket Itinerary**
- ❖ **Travel Health Insurance:** (Kindly refer to www.india.diplo.de/visa to find out about the travel health insurances accepted.)
- ❖ **If employed:**
 - Pay slips of the past 03 months / employment contract.
 - Personal bank statement of the past three months with sufficient funds with stamp and signed by bank
 - Income Tax Return (ITR) form or Form 16
 - NOC :(No-objection) Leave letter from your company.
- ❖ **If self-employed / Businessman:**
 - Certificate of Proprietorship or other proof of ownership (proof of land title, proof of income from agriculture (sales form) etc.)
 - Personal bank statement of the past three months with sufficient funds with stamp and signed by bank
 - Income Tax Return (ITR-V) or [Form 17](#).
 - (Certificate of Income Tax deducted at the source of salary.)
- ❖ **Proof of civil status:**
 - Marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable.
- ❖ **If student:**
 - NOC :(No-objection) Leave letter from your school or university.
- ❖ **For Minors:** - If travelling unaccompanied by parent, consent letter signed by both parents & applicant - Form signed by both parents - Copy of the parent passport's data page

If visiting relative :

- Proof of immigration status (Passport Copy, Visa copy and Resident Permit copy)
- Invitation letter and statutory declaration from inviter stating the relationship with the applicant be addressed to “The Visa Officer, German Consulate, Kolkata” must be duly signed by the invitee. (Sample letter attached)
- **Form 69 / Obligation Letter From Town Hall should be in original.**
- Accommodation Proof
- Financial documents of invitee as proof of employment, Income tax papers for last 3 years , Bank statements for 6 months , Last 3 months Salary slip if sponsoring

Processing Time: 7-10 workings days.

Jurisdiction: West-Bengal, Bihar, Jharkhand, Orissa, Assam, Manipal Arunachal-Pradesh, Meghalaya, Mizoram, Tripura, Sikkim and West-Bengal.

❖ **Please note**

- All documents need to be presented in the given order in original. Should you wish to keep any original, kindly provide a copy. (A4 size)
- Please do not staple any documents. Please note that the German Missions reserve the right to ask for additional documents or personal appearance for an interview in special cases.
- Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a special visa interview may result in the rejection of your application.

Germany Visit-Visa

- ❖ **Valid passport:**(issued within the last 10 years and with at least 3 months validity after the scheduled return passports with observations regarding the front data page cannot be accepted) with at least two empty pages.
- ❖ **Application form:** be duly filled online from link <https://videx.diplo.de/videx/desktop/index.html#start>
- ❖ **2 Photographs.** Specifications, size 35 x 45 mm ,with a white back ground with 70-80% not older than 6 months,
- ❖ **Personal covering letter from applicant addresses to the Visa office German Consulate mentioning** with Entire travel plan. (itinerary)
- ❖ **Ticket Itinerary**
- ❖ **Travel Health Insurance:** (Kindly refer to www.india.diplo.de/visa to find out about the travel health insurances accepted.)
- ❖ **If employed:**
 - Pay slips of the past 03 months / employment contract.
 - Personal bank statement of the past three months with sufficient funds with stamp and signed by bank
 - Income Tax Return (ITR) form or Form 16
 - NOC :(No-objection) Leave letter from your company.
- ❖ **If self-employed / Businessman:**
 - Certificate of Proprietorship or other proof of ownership (proof of land title, proof of income from agriculture (sales form) etc.)
 - Personal bank statement of the past three months with sufficient funds with stamp and signed by bank
 - Income Tax Return (ITR-V) or [Form 17](#).
 - (Certificate of Income Tax deducted at the source of salary.)
- ❖ **Proof of civil status:**
 - Marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable.
- ❖ **If student:**
 - NOC :(No-objection) Leave letter from your school or university.
- ❖ **For Minors:** - If travelling unaccompanied by parent, consent letter signed by both parents & applicant - Form signed by both parents - Copy of the parent passport's data page

If visiting relative :

- Proof of immigration status (Passport Copy, Visa copy and Resident Permit copy)
- Invitation letter and statutory declaration from inviter stating the relationship with the applicant be addressed to “The Visa Officer, German Consulate, Kolkata” must be duly signed by the invitee. (Sample letter attached)
- **Form 69 / Obligation Letter From Town Hall should be in original.**
- Accommodation Proof
- Financial documents of invitee as proof of employment, Income tax papers for last 3 years , Bank statements for 6 months , Last 3 months Salary slip if sponsoring

Processing Time: 7-10 workings days.

Jurisdiction: West-Bengal, Bihar, Jharkhand, Orissa, Assam, Manipal Arunachal-Pradesh, Meghalaya, Mizoram, Tripura, Sikkim and West-Bengal.

❖ **Please note**

- All documents need to be presented in the given order in original. Should you wish to keep any original, kindly provide a copy. (A4 size)
- Please do not staple any documents. Please note that the German Missions reserve the right to ask for additional documents or personal appearance for an interview in special cases.
- Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a special visa interview may result in the rejection of your application.

PHILIPPINES TOURIST/VISITOR VISA CHECKLIST

- Valid passport for more than six months

no handwritten Passport acceptable.
- 2 photographs size 2 inch x 2 inch white back ground with 70% face view (one photo to be pasted and signed across) print should be in matt finish paper
- Application form to be printed back to back without any correction or over writing. One extra blank and signed Application form

- Covering letter

on a plain A-4 size by stating the purpose and duration of travel and expenses by borne by whom and with day-to-day itinerary and needs to

address to "**The Visa Officer, Consulate General of the Philippines, Kolkata**" if self employed or Businessman then Company letterhead to be used for the same.
- For self employed / Businessman, Company Registration proof, M.O.A, Partnership Deed or Trade License copy.

- Ticket copy or booking reservation

- Hotel booking

- If any family member inviting from Philippines required invitation letter from invitee with passport copy bio page and address page with visa copy (PFA the attached format address To, The Visa Officer, Consulate General of the Philippines, Kolkata) and residence proof (utility bill/rent agreement), If sponsor then attached last 3 months salary slip with last 6 months bank statement

- For service holder Last 3 months Pay slips

- 6 months bank statements

with minimum balance of 80000 INR per person must be sealed and signed by Bank.

- Last 3 years ITR-V Acknowledgement copy

- Pan card copy
- For Child school id card xerox with NOC from School or Holiday List from School/Infant birth certificate xerox copy

Processing Time:

Minimum 07- 10

working days from the day application received at the Consulate

Please be informed as per instruction from the Department of Immigration, Manila, all application needs to be sent to Philippines for approval, hence processing time may get extended from the actual time.

TOURIST Visa Requirements for JORDAN (DELHI)

(EMBASSY DOES NOT WORK ON LAST WORKING DAY OF THE MONTH)

- **Valid Passport** with minimum 6 months validity from the date of travel- **OLD PASSPORT NOT REQUIRED**
 - **2 Forms.** (To be filled by the applicant)
 - **2 Photograph (Fresh ones i.e., NOT used earlier for any visa)** (white background)
 - **Covering Letter** (stating exact purpose and duration of stay) Covering letter should be addressed to **Embassy of The Hashemite Kingdom of Jordan and with the request for a Single-entry visa.**
 - **Hotel reservation** Or Proof of accommodation
 - **Confirmed Return Ticket (or ticket with Live PNR)** from any Airlines.
 - **Day-wise Tour Itinerary.**
 - **Latest Original Bank Statement** showing bank transactions for the last six months with balance of Minimum 50000/-(**PERSONAL**).
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Note

Visa on Arrival facility is also available.

1. Please note that the date of travel needs to be mentioned same on all following documents: -
 - Covering letter
 - Ticket
 - Hotel Reservation

Please note that the Embassy issues a one-month validity visa with permitted stay upto 14 days only.

2. For multiple entry visas, the validity is 3 months with stay upto 14 days per entry.
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Disclaimer:

- It must be noted that Grant or Refusal of Visa is at the sole discretion of the Embassy and Riya Travel is neither involved in the process nor is liable or responsible in any manner. The Embassy also reserves the right to ask for further Documentation / Personal Appearance or Refuse the Visa Application.
- Riya Travel is not responsible for any Delay in Processing or Granting or Rejection of the Visa Application by the Embassy.
- The Requirements and Charges are subject to change without notice.
- Visa Charges are Non-Refundable.
- Please check your details on Visa and get back to us within 4 hours of the delivery, if any correction is required.

Italy Tourist-Visa

- ❖ **Original Passport:**
 - One set all previous Schengen, UK & US Visas.
 - Have been issued within the previous 10 years, and the validity must not exceed 10 years.
 - At least have a validity of 3 months after intended stay
 - Have at least 2 face to face blank pages (mandatory).
 - Be machine readable without observations.

- ❖ **Application form:** fully completed and signed by applicant.
 - **For Minors:** Application to be signed by both parents.

- ❖ **Two recent Photographs** of size: (3.5 x 4.5 c.ms) (White background with dark cloths) and must be matt finish.

- ❖ **Covering letter:** Personal covering letter from the applicant on A4 size, explaining the purpose, duration of visit and professional status of applicant and expenses borne by whom and needs to be Addressed to "The Visa Officer, Consulate General of Italy, Kolkata".

- ❖ **Day to day Itinerary** needs to be enclosed along with cover letter on a plain paper.

- ❖ **Overseas medical insurance** with minimum coverage of Euro 30,000, for emergency hospital and repatriation expenses. It must cover the entire duration of stay in Schengen country + 15 days extra from the date of departure.

- ❖ **Travel itinerary** with travel dates, including return flight reservation or bookings.
 - (Please mention if any other country/countries are to be covered during the entire trip).

- ❖ **Hotel confirmation** in the name of applicant.

If employed:

- Original Leave letter or NOC from Employer
- Six months' pay slips or last 3 months
- Six months bank statements in A4 size with bank seal & signature with healthy a sufficient funds.
- Last 3 years ITR-V Acknowledgement copy.

- Additional suggested documents, if available:
- Foreign exchange endorsement on the passport and receipt.
- Credit card copy with statement of credit limit.

❖ **Self-employed / Businessman**

- Then the covering letter should be in the company letter head.
- Proof of business i.e. firm's registration or partnership deed, proprietorship letter. (profession certificate)

❖ **If Retired**

- Retirement proof i.e. P.P.O copy or Release letter

❖ **For applicants aged under 18**

- Application to be signed by both parents.
- If traveling with one of the parents a NO Objection Affidavit from other parent must be provided along with his/her passport photocopy
- If traveling with none of the parents a NO Objection Affidavit from both parents must be provided along with their passport photocopies

Processing Time: 12-15 working days after submission at the Consulate

Jurisdiction: Assam, Arunachal-Pradesh, Bihar, Jharkhand, Manipuri, Meghalaya, Mizoram, Nagaland, Orissa, Tripura, Sikkim and west-Bengal.

- **Note:** This Consulate General reserves the right to ask for a Personal Interview or Additional Documents.

GREECE TOURIST VISA

- Passport should be valid for at least three months beyond the intended duration of stay in the Schengen territory. Passport must not be older than 10 years. All previous passports need to be attached with the new one
- Visa Application forms to be filled and needs to take printout and signed by the applicant. In case of a child under 18, Application Form should be signed by both the Parents.
- Two recent passport-sized photograph 35 x 45 mm in color with White background. Stapled or pinned photo will not be accepted, it should be pasted
- Covering letter from the applicant stating the reason and duration of the stay in Greece and other Schengen states with day to day itinerary (Letter to be addressed to the VISA Officer, Embassy of Greece, New Delhi)
- Confirm Return Air Ticket or Dummy flight reservation required
- Hotel confirmation for the schedule stay.
- Overseas Medical insurance valid for all Schengen-countries. The insurance has to cover all risk e.g. accident, illness, etc. (Minimum Coverage is 30,000 Euros). THE POLICY HAS TO CLEARLY SPECIFY THE PERIOD OF VALIDITY AND HAS TO COVER THE DATE OF ARRIVAL AND DEPARTURE HAS TO BE SUBMITTED IN ORIGINAL.
- NOC or Leave letter from Employer (if employed)
- Proof of Sufficient Funds:
 1. Original Bank Account statements (Personal) for the last 03 months (Bank statement should have bank's name, address, contact number along with the applicant's name, address and account number duly signed and stamped by the Bank).
 2. Income Tax Return (Personal) for the last 02 years
 3. Last 3 months Salary Slips (if Salaried)
 4. NOC from employer If employed
- Copy of Pan Card
- Marriage card + Engagement photo
- NOC letter from both parents with signature id proof

- Previous passport or passports may also be requested. Original NOC letter from the employer specifying the employment status and leave sanctioned.
- If self-employed, evidence of your business. (Company Profile and Income Tax Returns for last years.) Copy of all Schengen visas, UK & US on current and previous passports. Certificate of registration of the company.
- For children under 18, 'No-objection Certificate' from non- accompanying parents, If travelling alone NOC from both parents Notarized, Passport copies of both parents. If not applicable then Birth certificate of the applicant & ID card copies of parents.
- Authority letter-If an applicant is not in a position to submit his/her application in person, under such circumstances it is mandatory that their representative/agent should produce an authority letter

France VISITOR Visa Checklist

❖ **Passport:** Original passport valid for three months with old passport: (20 years passport not accepted.)

- It should not have any observation regarding the front data page
- It shall contain at least two blank pages

❖ **Application form:** Online visa application form to be filled and print-out needs to be taken. Link:- https://france-visas.gouv.fr/en_US/web/france-visas/ma-demande-en-ligne

❖ **Covering letter:** From the applicant stating name, passport no, purpose, duration of stay and expenses borne by whom etc. Letter to be addressed to the VISA Officer, Consulate General of France, Kolkata”)

- (For businessman- letter to be printed on their Company Letterhead)

❖ **Photographs:** Two recent color photographs.

- (35x45 mm in size) with 70-80 % Face Coverage white background.

❖ **Undertaking**

❖ **Ticket Itinerary** should be active at the time of submission.

• Hotel Booking confirmation

❖ **Overseas medical insurance** valid for Schengen countries with the minimum coverage of 30000 Euro.

❖ **If Employed-**

- 03 months' salary slip.
- N.O.C letter from Employer on letterhead
- 03 months update personal bank statements in A4 size paper with stamp and sign from bank.
- 01-year Income Tax Returns (ITR-V) or Form-16.

❖ **If Retired person- P.P.O coy or relieving letter**

❖ **If Student-**

- NOC Letter or School Holiday list required for Student from Institute/College/University.
- NOC from parents in case minor is traveling alone. With id copy.
- Birth certificate copy, if applicant is under 18

❖ **If Self-employed/Businessman-**

- Registration proof of the company/ partnership deed/ Memorandum of Article (MOA) is required.

❖ **If visiting relative-**

- Original **Attestation D'Accueil** is required from local Town hall in France in the name applicant.

- If Invitee is not eligible to obtain Attestation D'Accueil, then signed Invitation letter required from Invitee in the name of applicant with passport details, duration of stay and expenses borne by whom etc. needs to be mentioned and to be addressed to "The Visa Officer, Consulate General of France, Kolkata, India"
- Invitee's Passport copy (Bio + Address) + copy of Resident Permit.
- 03 months Bank statements in A4 size paper
- 03 months' pay slips
- 01-year ITR-V or Form-16

Processing Time: 7-8 working days from the day application is received at the Consulate.

Jurisdiction: Jharkhand, Bihar, Chhattisgarh, West Bengal, North East and Odisha.

Note: Travel Date in the Covering letter, Invitation Letter, Ticket, Insurance and hotel should strictly match, any discrepancy in date may lead to non-submission of documents at VFS Global.

VISITOR VISA CHECKLIST

- ❖ Passport should be valid for at least six months from the date of submission of the visa application with 2 blank pages.
- ❖ Application must be applied online and print out to be taken of the completed visa application forms with barcode pages duly signed by the applicant with Black ink only.
Link: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5257E.pdf> (**Please use internet Explorer**)
- ❖ Family Information Form signed by the applicant with Black Ink only. Link: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5645E.pdf> (**Please use internet Explorer**)
- ❖ o3 Consent form should also be filled and signed by the applicant with Black Ink only per person
- ❖ Two recent color photographs, 35 x 45 mm in size with white background 80 % Face Coverage and it must be matt finish.
- ❖ Covering letter from the applicant stating the applicant name, passport no, purpose and duration of stay etc. should be addressed to “The Visa Officer, Canadian High Commission, New Delhi”.
- ❖ **If employed**
 - A No Objection letter or leave letter from the current employer
 - Last 3 months Pay slips
 - Last 6 months Bank Statements duly stamped and signed by Bank.
 - Last 3 years ITR / Form-16
- ❖ **For Businessman / Self employed**
 - Company Registration copy / Trade License / Partnership Deed/ Memorandum of Article (MOA) is required
 - Last 6 months Bank Statements duly stamped and signed by Bank.
 - Last 3 years ITR-V
- ❖ **For Retired person**
 - Retirement proof i.e. P.P.O or superannuation letter
- ❖ **For Student**
 - NOC or leave letter from school/college or university or Holidays list if student traveling during holidays.

- ❖ Children under 18 travelling without one or both parents or without a legal guardian must provide a notarized authorization for travel signed by both parents or by the parent or legal guardian not travelling. This authorization should be available for presentation at the Canadian Port of Entry English or French translation must accompany any document that are not originally in English or French
- ❖ Old passport in original required if available.
- ❖ NOC from Husband if housewife travelling alone along-with his passport or Pan card copy.
- ❖ Two copies of passport first and last page to be submitted
- ❖ Medical Examination is required for visits exceeding 6 months

- ❖ **Visiting Friend or Relative**
 - Proof of immigration status of invitee as Canadian permanent resident card, passport photocopy. (If Indian Passport Holder, Visa Copy Also Required)
 - Invitation letter or statutory declaration from inviter stating the relationship with the applicant be addressed to “The Visa Officer, Canadian High Commission, New Delhi”.
 - Accommodation Proof i.e. Recent utility bill
 - Financial documents of invitee as proof of employment, income tax papers for last 3 Years, proof of existing funds (Bank Statement for last 6 months, Salary Slip for last 3 Months)

Processing Time: Minimum 20-25 working days after submission at High Commission in New Delhi

Note: Applicants need to appear for Bio-metric at the time of submission at respective VFS Centers

USA TOURIST VISA CHECKLIST

- Valid passport with at least six months validity from the date of travel to United States
- Visa application form (DS-160) to be filled and shared (Application form to be filled and share along with passport copy)
- Personal covering letter on a plain A4 size paper by stating the applicants' details, purpose, duration of travel and expenses borne by whom etc. (if self-employed or businessman then letter must be typed on letterhead) and needs to addressed to "The Visa Officer, Consulate General of the United States of America, Kolkata, India"
- Personal Bank Statement for last 06 months on A4 size paper or Updated Passbook.
- Copy of fixed Deposit, money back policy, postal savings or any liquid funds (if available)
- Property valuation or registration certificates copy (If available)
- Photocopy of Income Tax papers for last 03 yrs. (if filing Tax)
- If Housewife traveling alone, NOC letter from husband along with his Passport or Pan card copy
- If widowed - Spouse Death Certificate copy.

For Salaried person

- Last 3 months pay slips
- Original NOC or leave letter from Employer

For Student

- Original Leave letter from School/Institute or College/University
- If traveling during holidays then Holiday Declaration List
- Child Birth certificate copy, if under 18 years

For Businessman

- Trade licence copy
- MOA
- GST registration copy

If visiting relative or friend in USA

- Signed and scanned Invitation letter stating the details of person who is visiting him in USA, purpose, duration of travel and expenses borne by whom etc. on a plain A4 size paper and needs to be addressed to "The Visa Officer, Consulate General of the United States of America, Kolkata, India"
- Passport (Bio + Address page) and visa copy
- Recent utility bill or Tenancy Agreement copy
- If Permanent Resident - Green Card copy

If sponsoring and bearing expenses in USA

- Last 3 months paystub
- Last 6 months Bank statements
- Last 3 years ITR/Form-16 or w-2

For Medical reason

- Letter from the doctor on the letterhead needs to be provided

- Processing Time: 10-12 working days after submission

Visit Visa for a UK Visa

- ❖ **Passport** with at least six months valid from the date of return from UK
- ❖ [Visa Application Form](#) to be filled online. (Dummy form to be filled by applicant and share along with passport copy, Riya Visa Team will fill the online form)
- ❖ **Personal covering letter** By stating the applicant's details, purpose and duration of travel and expenses borne by whom etc. Needs to address to "The Visa Officer, British High Commission, New Delhi". (if self-employed or businessman, letter must be typed on letterhead.
- ❖ **Financial**
 - Personal Bank Statement for last 06 months on A4 size paper duly stamped and signed by Bank official.
 - Photocopy of Income tax papers for last 03 yrs.
 - Copy of fixed Deposit, money back policy, postal savings or any liquid funds available. (Optional)
 - Property valuation or registration certificates copy. (Optional)
 - Last 3 months Credit Card statements or Foreign Exchange Endorsement. (Optional)
- ❖ **Salaried**
 - Last 3 months pays slips
 - NOC or leave letter from Employer.
- ❖ **Student**
 - Original Leave letter from School/Institute or College/University.
 - If traveling during holidays then Holiday Declaration list required.
- ❖ **Businessman or self-employed**
 - Business registration proof i.e. Trade License/MOA etc.
- ❖ **If Retired**
 - Copy of Retirement proof.
- ❖ **If widow**
 - Spouse death certificate copy.
- ❖ **If visiting relative or friend in UK**
 - Signed and scanned Invitation letter stating the details of person who visiting in UK, purpose and duration of travel and expenses borne by whom etc. on a plain A4 size paper and needs to addressed to "The Visa Officer, British Deputy High Commission, New Delhi"
 - Passport (Bio + Address page) and BRP Card copy
 - Latest Utility bill – as an address proof

❖ **If sponsoring and bearing expenses in UK**

- Last 3 months pay slips
- Last 6 months Bank statements
- Last 3 years ITR/Form-16 or P-60

❖ **If Applicants wants to be accompanied by relative who has recently received the Work Permit**

- CoS copy
- UK Property approval copy from Landlord as an address proof

❖ **If Attending Marriage Ceremony in UK**

- Wedding Card copy

Standard Processing Time

- 15 working days from the day application reach the embassy.

NOTE

- All documents should be in A4 size with clear copy as document will be scanned by VFS UK during submission and must be Staple less
- Personal presence require for biometric at VFS UK each time when applying for Visa.

TURKEY TOURIST VISA CHECKLIST

- Application form duly filed and signed from Applicant. Details needs to be filled in CAPITAL LETTERS only for all categories.
For all categories - In case of no surname then two dots without space (..) needs to be mentioned in field Surname.
- 02 photographs
(2.5-inch X 2.5 inch in size colored photo with white background, 70 to 80% face coverage)
- Passport must be valid for at least 6 months upon arrival in Turkey and have 2 full blank pages available
- Original Leave letter from employer / covering letter in personal business letter head (if self-employed) with authorized signatory, name and designation with company seal. If covering a letter on a business letterhead please also provide a copy of the company registration certificate.
- Personal cover letter from applicant by stating their purpose of travel, duration of travel, expenses borne by whom, stay in the particular country that needs to address to THE VISA OFFICER, TURKISH EMBASSY, NEW DELHI, INDIA
- Last 3 months pay slips
- If the applicant has his own business/partner/proprietor/director, please provide incorporation certificate/memorandum of association/partnership deed/proprietorship proof and applicant's name should be mentioned.
- Last 3 months personal bank statement in original or copies attested by bank (with original stamp and sign) and with sufficient funds (1 Lac and above)
- For applicants who are employed, should provide salary account and salary slips (for the last three months with original stamp and sign) as mandatory documents.
- Tour itinerary
- Hotel reservation -
- Air- itinerary
- Travel Insurance is a mandatory requirement. The travel insurance should cover Medical, Evacuation and repatriation expenses, Personal accidental death, Personal liability and Daily allowance in hospitalization cases. This plan should cover the insured for a minimum of Euro 30000. MUST cover covid
- Minors need consent form if travelling alone or with one parent or both parents. The consent NOC must be on **Stamp paper** with photos of parents and applicant and needs to be **Notarized**.
- Income Tax Return (Last two year) and Form 16 (Last one year)

- Authorization letter from the applicant in case application is submitted by Travel Agent along with Photo ID of travel agent

THAILAND eVISA CHECKLIST

- Soft copy of Passport copy (Bio & Address page and Cover page) in Jpeg format
- Soft copy of Photographs (3.5 x 5 cm with 60% face coverage) with white background in Jpeg format
- Soft copy of hotel confirmation (PDF format)
- Soft copy of Air ticket (PDF format)
- If applicant travelled to Thailand earlier, Immigration stamping copy required

Please find the detailed checklist below for RUSSIA TOURIST VISA

1. Tourist confirmation letter (fax or scanned copy can be submitted) stating that the tourist is going to be hosted by a Russian Organization which is authorized to carry out tour operator activities and is registered in the Unified Federal Register of Tour Operators under a unique reference number; It should contain all vital data of the tourist (full name, date of birth, sex, nationality and passport number), duration of stay (date of entry and exit), number of entries granted by the visa, Itinerary and accommodation details ,full title of the Russian tour operator issuing the invitation, its unique reference number (MVT) and the list of paid tourist services (transport, accommodation, excursions, etc.), personal signature of the head of the tour agency together with the organization's official seal.
2. Original passport containing at least 2 blank pages for visas, and valid for a period of 6 months from the date of expiry of the visa.
3. Application form completed on the website visa.kdmid.ru, details need to be filled **as per passport only**, need to print and personally signed by the applicant. **When selecting the location for submission of the documents please specify "Kolkata" as the visa center you will be applying at.**
4. One colour photograph 3.5 x 4.5 cm with light-coloured background, clear image of the applicant directly facing the camera, without dark/ tinted glasses or any headgear (with the exception of persons who wear such headgear due to their ethnic/ religious background, and are seen wearing the same in their passport photo).

Please note the russia visa centre accepts applications only tuesday and thursday with prior appointment.

Submission timing - 10 am to 1pm

processing time - 8-10 working days

Please note:

The Consular Office reserves the right to request additional documents for processing the visa, invite the applicant for an interview or extend visa processing time.

Disclaimer:

- Visa Charges are Non-Refundable.
- Please check your details on Visa and get back to us within 4 hours of the delivery, if any correction is required.